

MVAC MINUTES – MAY 14, 2003

The MVAC meeting was held on May 14, 2003 at the Division of Wildlife. Scott Madsen started the meeting at 9:10 am.

In attendance: Bob Schley – Fleet, Roger Friedrich – DOHS, Barbara Garcia – DOHE Metro State, Beth Ann Wieder – DOT, Stephanie Belt – DOT, Karen Neuschwanger – DOT, Veronica Vega – DONR Water Conservation Board, Mary Anne Kramer – CBI, Russ Wilcox – DOHE CU Colorado Springs, Patti Hughes – DOHE CU Boulder, Cher Threlkeld – DOW, Gene Stroh – DOHE CSU, Denise Gomez – DPA IDF Mail, Patti Torres – DOLE, Jim Anderson – DOHE CU HSC, Terry Sisneros – Fleet, Larry Wegrzyn – Fleet, Scott Madsen – Fleet.

Updates

- Phone Number Correction at DOR – the phone number for DOR Registrations is 303-205-5607.
- 10% Reduction – DOHE CCHE has left the 10% turn-in issue up to each institution to handle. SFM is tracking the 10% turn-ins by agency. Agencies will be responsible for any loan balance that is not covered by the net salvage value.
- Turn-In Scheduling – It is necessary for us to stagger the turn ins in order to manage our physical space. SFM will work with each agency to schedule their turn-ins. SFM wants to schedule turn-ins of vehicles soon after the end of the Fiscal Year. The exception to this is if the vehicle is required for seasonal use. The seasonal vehicle will then be turned in at the end of that requirement, presumably September/October 2003.

Deleted:

FY04 Rates (Variable and Management Fees)

- Management and accident rates will have no change.
- Variable rates are changing from body type to vehicle class. The rates are assigned by body codes but are determined by class. All body codes in the same vehicle class will carry the same variable rate. **See the attached list to see which body codes are associated with each vehicle class.**
- It would take a 10% increase in the variable rate to cover the expected increase in maintenance costs and fuel for FY04. However, SFM wishes to mitigate that impact as much as possible.
- If fuel remains at current levels through next year it will require an additional \$470,000 in fuel expense for FY04.
- The aging fleet will increase the maintenance cost by approximately 8%. The cost has increased by an average of 7.5% per year over the last four years.
- Miles driven are anticipated to go down by 1.5%. The total miles driven include the motor pool.
- SFM has proposed a 5% increase for the variable rate. 10% would be the worst cast scenario. The 5% increase has not yet been approved.

Formatted

- Fuel costs seem to be stabilizing. If fuel goes down agencies may see a rate adjustment in the middle of the year.
- A final decision on the rates will hopefully be out by the end of May and SFM will distribute this ASAP.

Utilization

By statute SFM will turn in a report to the JBC on August 1, 2003 on vehicles that do not meet the utilization requirements after the close of the year. SFM is asking agencies to check that their vehicles are meeting the utilization requirements ASAP and verify that the utilization codes are correct.

Wright Express (Brian Truman)

- Brian Truman from Wright Express demonstrated WEX On-line and the various reports that can be generated from the on-line program.
- To sign up for WEX On-line contact Sue Koren at 207-523-6611 or email her at susan.koren@wrightexpress.com. You may also go to the website www.fleetenrollment.com and enter your information.
- Purchase Alerts – Wright Express will send an email to a contact after a purchase has been made that has a limit set on it.
- Site Selection – Wright Express can lock out certain vendors or locations of stations. The original set up needs to go through Wright Express and then can be managed on-line.
- SFM will work with Sue Koren on the read-only access for Fleet vehicles.

Operations

- Fleet Web-Site Demo – a demo of the Fleet web site was given by Adam Hiatt and Larry Wegrzyn. Data Integrity testing will be done by the end of May.
- SFM will be testing the Odometer entry section of the web site. Volunteers to test the site will be Karen – DOT Staff, Roger Friedrich – DOHS and Barb Garcia – Metro State College.

Committee Assignments

This item will be tabled until the June meeting.

Open Discussion

- National Conference of State Fleet Administrators – the conference will be held in October 2003. Colorado is hosting the conference in Keystone, CO. Scott would like to invite people to attend or become members. There is a fee for the conference and a membership. The schedule will run from Tuesday through Saturday. This is a national organization and is supported by vendors.
- Did the Emission bill pass? Scott believes it passed, he will verify.

- Regional Motor Pool Set Up – Bob Schley – Fleet has been working on getting this set up on the web site. There have been a few glitches in the software package that the vendor will fix and we need the go ahead from Adam Hiatt. Bob Schley will notify agencies as to a closer date.

The meeting was adjourned at 11:35 am.

The next meeting will be June 11, 2003 at 9:00 am. The meeting will be held at the Community College of Denver, 6221 Downing Street in Room 107 (next door to Fleet).